

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Amphitheater Box Office Staff	<u>Revision Date:</u> 08/13
		<u>EEO Category:</u> Admin. Support
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 50777

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction and supervision of the Amphitheater Box Office Manager, accounts for received ticket revenue and is responsible for assisting general operations of the Amphitheater box office.

III. Essential Duties:

- Sell tickets to customers.
- Assist in maintaining box office.
- Interface with public and responds to customer inquiries.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3-month period.

IV. Marginal Duties

- Assist artists with special ticketing requests.
- Perform other duties as assigned.

V. Qualifications

Education: High school diploma or equivalent preferred.

Experience: Related work experience, and/or prior cashiering experience preferred.

Knowledge of: Computer ticketing system operation.

Responsibility for: Responsibility for the care, condition, and use of materials, equipment, and/or tools. The efficient and effective operation of the Amphitheater Box Office; great responsibility for money and accounting of single-event ticket receipts.

Communication Skills: Must have the ability to communicate in a professional and courteous manner with other employees, artists, and the general public.

Tool, Machine, Equipment Operation: Ticketing computers and printers, PC, 10-key and calculator.

Analytical Ability: Follow written and verbal instructions. Establish and maintain effective working relationships with employees and the public.

VI. Working Conditions

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Work may involve some physical exertion, the need to sit or stand for long periods of time and some lifting may be required; up to 20 pounds.

Work Environment: Work is primarily conducted at City Hall and the Amphitheater Box Office; box office is air conditioned; but there is exposure to various climate conditions. The noise level in the work environment is usually moderate, but possible increased noise exposure is expected while attending events. The job requires evening, holiday, weekend and some daytime work. Box Office Staff must dress and groom in a manner congruent with the image of Sandy City.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____